

Oklahoma Wing Emergency Services Exercise
Westheimer Airport, Norman, OK (OUN)
7-9 March 2003

Operations and Training Plan

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1. General

A. Type of Exercise:

This is a U.S. Air Force funded Civil Air Patrol Emergency Services Program Exercise that will concentrate on training CAP aircrews and Ground teams in all aspects of the CAP missions. This Exercise will allow wing personnel with specific training needs to identify those needs prior to arrival at the training site and assure themselves of a specific time for their training. A limited amount of classroom instruction will be available—typically, Slow Scan and Digital Picture taking, ES Part One, Disaster Damage Assessment, and an ROA class. There will also be Mission Staff training conducted at this exercise.

B. Exercise Location:

This exercise will be conducted at Westheimer Airport, Norman, OK (KOUN)

C. Primary Dates and Times:

The SAREX inclusive dates are 7-9 March, 2003. Sign in for ICS staff and selected crews starts Friday at 1700 hours. Sign in for all participating personnel will occur on Saturday and Sunday mornings beginning at 0730 hours.

D. Alternate Date:

Not Applicable.

E. USAF Funding:

Funding for this mission will be as outlined on the attached CAP USAF Form 10 and Annex D.

F. Mission Symbol:

The Mission Symbol for this exercise will be A-5, SAR/DR Training/Evaluation.

G. Air Force Mission Number:

SWLR030077

H. ODCEM Training Number:

Not Applicable.

I. Project Officers:

Lt Col Norm Edwards, OK Wing Operations Officer, 405-319-6409

Host Unit Point of Contact: Lt Col Tom Eastman, OK074 SQ/DO, 405-954-9952(w)

or Maj Joe Windes, OK074 SQ/CC, 405-321-4216 (h)/ 405-474-8612(c).

J. Host Unit:

Oklahoma Wing Headquarters, CAP, and Cleveland County Composite Squadron, OK-074

K. Initial Reporting Times and Location:

When: 1700 hours Friday, 7 Mar and 0730 Saturday and Sunday mornings, March 8 and 9, 2003.

Where: Max Westheimer Airport - North end of Large Aircraft Hangar F at 1908 Goodard Ave, East of the main terminal and Control Tower.

Parking: available in the parking lot adjacent to the OUN Terminal building and in the marked area adjacent to the Sooner Flight Academy in the OU Aerospace Engineering building on the east side of the Squadron office/Hanger facility.

2. Notification and Application.

A. Notification of Exercise:

This Operations and Training Plan and the Wing Calendar website will be the ONLY notification for this exercise.

B. Qualification Requirements:

-ALL participants must update their WMU information (<http://wmu.nat.cap.gov>) prior to the SAREX and must hold CAP Form 101 cards with a minimum of Emergency Services checked and have a CAP Form 101T for those specialties in which they will be training. These cards must be in their possession at sign-in. All CAP Cadets flying to/from this SAREX must have a CAP Form 9 in their possession as well.
-Members attending E-S Part One training need not have a CAP Form 101 or 101T.

C. Exercise Capacity:

All training will be conducted on first come first served and space available basis. Classroom training will typically be conducted in the second floor classroom in the OUN terminal building or in a Sooner Flight Academy classroom in the OU Aerospace Engineering building.

D. Exercise Enrollment Procedures:

Participants should identify their *exact* training needs (route/grid/ELT search/ground team MBR/LDR/Comm/Staff, etc.) in writing or by e-mail so assignments can be made prior to arrival. All training needs must be sent to Wing Project Officer as indicated in 1 (I) email: tnme698@aol.com or Cleveland County Composite Squadron Operations Officer: LTC Eastman, 3604 Bob White Ave, Norman, OK 73072 email: snapshot@cox.net NLT 28 Feb 2003.

E. Exercise Fees:

No exercise fees are anticipated at this time. Participants will be responsible for the costs of their own food, lodging, and personal expenses.

3. Exercise Description.

A. Selected exercises will occur on Friday evening. The regular SAREX will commence at approximately 0900 Saturday Morning and again at 0900 on Sunday morning.

B. -Typical Ground and Air Sorties will be two hours in length with one half hour between sorties for refueling and crew changes. Each ground team and aircrew will be required to establish a clear training objective when signing up for a specific time slot. This will be followed by sorties to develop these techniques, as required. Each crew will be critiqued at the conclusion of each sortie, so that crews can improve their effectiveness on succeeding missions.
-Training classes anticipated to be offered include: E-S Part One, Disaster Damage Assessment, and ROA.
-See Annex B for proposed class times.

4. Training Objectives.

A. Primary Objectives:

-Develop the techniques necessary to properly conduct CAP Search and Rescue and Disaster Relief Flights in accordance with applicable CAP regulations
-Develop the techniques necessary to properly conduct CAP Ground Search and Rescue and Disaster Relief Operations in accordance with applicable CAP regulations.
-Develop the techniques necessary to take still, video, and slow scan pictures in accordance with the established Southwest Region Procedures.

B. Additional Training Objectives:

-Emergency Services Training Part One
-Disaster Damage Assessment
-ROA
-Practical Training in Communications will be incidental to the conduct of this exercise.
-Cockpit Resource Management, Mission Pilot and Aircrew Proficiency, Disaster Relief Operations, and Pilot ground and airborne procedures training in the new Cessna 172R/S fuel-injected aircraft will be incidental to this exercise.

5. Training Syllabus.

Southwest Region Emergency Services training syllabus will be used for those training objectives covered.

6. Flight Operations:

A. Aviation Resource Requirements: Eight CAP Corporate aircraft will be required.

Private aircraft may be flown to and from the exercise, provided there are at least three people on board.

Preference should be given to CAP cadets when possible.

B. Inbound Sorties:

Inbound flights will follow home unit and standard CAP release procedures including the latest CAPR 60-1, change 2/2a changes.

-A properly completed CAP Form 104 will accompany each arriving sortie.

-Selected aircraft and vans should arrive no later than 1700 hours on Friday.

-All other aircraft and vans should be on site no later than and again be available not later than 0730 hours on Saturday and Sunday mornings.

C. Mission Sorties:

1. Purpose and Conduct of Mission Sorties:

The purpose of these training flights is to develop crew proficiency in all CAP missions to include:

Search patterns, damage intelligence and taking still and video pictures using standardized procedures.

Ground coordination missions will be conducted under VFR conditions to the maximum extent possible, with a minimum of 2500-ft AGL ceilings. Normal search altitudes will be 1000-ft AGL.

2. Crew Composition:

A standard 3-person crew is required. Crew members are encouraged to bring their own still and/or video cameras as required. Still cameras should be 35mm with zoom lens up to 100-200mm. Video cameras should be VHS or 8mm format. Film and Tape WILL NOT be provided for this exercise.

3. Routes/Grids to be utilized:

Targets will be assigned during briefings, but will be to the East, South, and Southwest of Westheimer Field in Norman, OK

4. Anticipated Average Sortie Length: Approximately two hours.

5. Divert airfields and mission recall procedures: As assigned in briefing.

6. Flight Line Operations:

Designated flight line personnel will be used when available. Otherwise, pilots are responsible for parking, tying down, and fueling their own aircraft.

D. Outbound Sorties:

Outbound sorties will be dispatched with CAP Form 104s and the pilot in command will report to the Mission Incident Commander upon return to his home squadron with flight times. Failure to call in times prior to 2345L Sunday will result in the aircraft time and fuel being charged to the Pilot in Command.

E. Flight Scheduling:

Scheduling of crews will initially be by the training requirements list forwarded prior to 21 Feb 03, and then as current requirements / resources dictate.

F. Flight Briefings:

All flight crews will be briefed prior to flight using appropriate checklists.

G. Flight Debriefings:

All flights will be debriefed and pictures critiqued following each sortie.

H. Mission Intelligence:

Not Applicable.

I. Flight Operations Safety Considerations:

Hazards to flight are student training from Airman's Flight School at OUN, military low-level routes, and normal airport traffic. Heads up flying, following local course rules as briefed, and good radio procedures during these missions will mitigate these hazards.

7. Ground Operations:

- A. Ground Operations Resource Requirements:
Four 12 passenger CAP vans and two mini-vans each with FM and DF (121.775) ELPRs.
- B. Description of Ground Team Activities:
 - A ground team lost person search will be conducted in the vicinity of the Univ. of Oklahoma campus.
 - Ground/air coordinated sorties will be conducted with targets 50-70 NM from OUN.
- C. Composition of Ground Teams:
As a minimum, each team will consist of a qualified Ground Team Leader (GTL), a Senior Member driver (if the GTL is not the driver), Assistant/Trainee GTL and up to 8 other Ground Team Members or Trainee Ground Team Members.
- D. Mission briefing/debriefing:
All sorties will be briefed/debriefed by mission staff.
- E. Ground Team Management procedures:
All ground sorties will be tracked using a CAP Form 107 specifically designated for ground operations.
- F. Ground Operations Safety considerations:
Will be identified in general briefing and at sortie briefing.

8. Communications:

- A. Requirements:
 - The Wing Crash Kit or a minimum of two mission base radios will be required.
 - Two slow scan transmitters and one slow scan receiver will be required.
 - Additionally one airborne repeater and one VHF Comm radio will be required.
- B. Procedures:
 - Aircrews will report takeoff, off each target, and landing to mission base and, and ops normal each half-hour after takeoff.
 - Ground Teams will report leaving/returning Mission Base and ops normal each half-hour.
- C. Equipment Requirements:
As identified above.
- D. Refer to Annex C for detailed Communications Plan.

9. Cadet Participation:

- A. Cadet Utilization:
Cadets will participate as ground team members, flightline personnel, communicators, and as Mission Staff assistants. No after hours cadet mission activities are planned unless approved by the Liaison Office.
- B. Cadet Supervision:
 - Each unit is responsible for supervising their own cadets.
 - If a unit is not able to provide supervision, they must arrange for another unit to take charge of their cadets.
 - A written agreement to be responsible for another unit's cadets must be forwarded to Wing Headquarters by 28 Feb 03.
 - A cadet found unsupervised will be sent home and the Unit Commander notified.
- C. Cadet Support: As identified above.

10. Safety:

- A. No extraordinary safety issues have been identified other than the usual hazards to low-level search missions, flightline operations, and operation from a controlled field with heavy flight instruction in pattern and local areas.
- B. All aircrews will be briefed to remain vigilant during all low-level flight operations.
- C. A Safety Officer will be appointed in advance of the exercise. The designated SAREX Safety Officer will obtain a briefing from the OK Wing Safety Officer, Lt. Fitzpatrick.
- D. Duty day restrictions contained in CAPR 60-1 will be adhered to. Crew Duty day begins when the member reports for work OR CAP duty, whichever comes first. The duty day is limited to 14 hours and a crewmember may not exceed 8 hours of flight time during that time. Crewmembers will be afforded 10 hours crew rest between duty days.
- D. Squadrons hosting aircraft and/or vehicles shall bring a completed aircraft and vehicle inspection form. Forms are to be delivered to the IC staff upon arrival.

11. Staff Requirements:

- A. Duties of Exercise Staff:
-Only a minimal staff will be required for this mission. Administrative, Flight Operations, Ground Operations, Communications Unit Director, Safety Officer, and Mission Incident Commander will be the only positions required. Other positions may be filled as available. Flight Operations and Ground Operations will serve as Briefing and Debriefing Officers in their respective areas.

12. Uniform Requirements:

- A. Any authorized CAP flight uniform will be acceptable for aircrew member. It is strongly recommended that all aircrew members obtain a USAF Style NOMEX flight suit with appropriate CAP insignia. Flight suits provide an increased measure of safety in the event of fire.
- B. Battle Dress Uniforms (BDUs) will be the preferred uniform for the Ground Teams.

13. Administration:

- A. Sign-in location and procedures:
Standard sign-in procedures utilizing WMU data will be used with a 100% CAP ID check.
- B. Credential verification procedures.
All personnel will have their membership, CAP Form 101 and CAP Form 101T checked.
- C. Resource Listing: Will be available after sign-in.
- D. Forms/Documents:
All Mission Pilots should have their pilot folders available for review upon request.
- E. Participation fees: None anticipated

14. Facilities:

- A. Classrooms:
As assigned at the University of Oklahoma airport classrooms and the OK-074 building.
- B. Operations Area: As assigned.
- C. Flight Planning, briefing/debriefing:
Upstairs in Cleveland County Composite Squadron office area
- D. Aircraft Parking:
As assigned on tie-downs between OK-074's hangar Pat O'Neil's hangar/ramp area.

- E. Telephone Access: Will be identified during mission briefing.

15. Logistics:

A. Vehicle Support:

- 8 aircraft, 4 larger vans and 2 minivans will be used.
- One rented Golf Cart for Ground Operations-Line Crew member use only (to take care of fuel tickets 500 yards away).

B. Exercise Support:

- Two Port-A-Potties on grassy area between the OUN Terminal building and the OK-074 hanger.

C. Billeting:

- Lodging for Cadets and adult supervisors will be available Saturday night only at the Cleveland County YMCA, located two blocks from the OUN terminal building (see attached map). The YMCA offers a “lock-in” for the night with separate sleeping areas for men and women. Showers and toilets are available. Bring your own sleeping bags, cots, and towels. The total cost is \$250 and must be split between those using the facility. For example, if 50 Cadets/Seniors/adult supervisors utilize the facility, the cost would be \$5 per person. The YMCA recreational areas will be open and the swimming pool is available at an additional charge of \$50 per hour. If a sufficient number indicate they want to use the swimming pool, appropriate arrangements can be made. **Members utilize the pool at their own risk, as no insurance coverage is afforded by CAP/USAF or CAP.** Food can be brought in for the Saturday evening meal.
- For personnel securing their own lodging the following listing of available Hotels/Motels is provided for your convenience. All are within 5 minutes of the airport (refer to attached map).

Holiday Inn, 1000 N Interstate Drive, Norman (\$72)
405-364-2882/ 1-800-465-4329

Fairfield Inn, 301 Norman Center (\$70)
405-447-1611

Days Inn, 609 N Interstate Drive, Norman (\$42.50)
405-360-4380/ 1-800-329-7466

Guest Inn, 2543 W. Main, Norman (\$42)
405-360-1234, 1-800-460-4619

Hampton Inn & Suites, 309 Norman Center Dr. (\$70)
405-366-2100, 1-800-426-7866

Travelodge, 225 N Interstate Dr. (\$65)
405-329-7194

Econo Lodge, 100 SW 26th Drive, Norman
405-364-5554/ 1-800-553-2666

Super 8 of Norman, I-35 & W Main
405-329-1624

La Quinta Inn, 930 Ed Noble Parkway, Norman
405-579-4000, 1-800-531-5900

Villager Lodge, 1200 24th Ave SW (\$56)
405-321-0110

Thunderbird Lodge, 1420 24th Ave SW (\$40)
405-329-6990

D. Messing:

1. On-site:

- Cleveland County Composite Squadron Parents will offer snacks and drinks for lunch on Saturday and will bring in a meal for the members staying at the YMCA Saturday night. The cost will be approximately \$5 for both meals.
- OZZIE's restaurant in the OUN terminal building is open 0600 to 2100 hours Friday and Saturday and 0600 to 1530 hours on Sunday.. Their all-you-can-eat breakfasts for \$3.89 plus drink are a local tradition.
- Members may bring their own food or Meals-Ready-to-Eat (MRE).

2. Off-site: A large variety of fast food and restaurants are less than 5 minutes from the airport. (see the attached map)

E. Medical:

- Norman Regional Hospital is less than 5 minutes to the East along Robinson St. to Porter then South two blocks.

-A 24-hour Minor Emergency Care facility is only 3 minutes away along Robinson St. West to 24th Street then South three blocks.

F. **Transportation:**

1. Exercise Transportation: Will be provided for Ground Teams and Aircrews as required.
2. Local Area Transportation:
 - Will be provided as necessary to get aircrews to/from lodging and meals Friday night and Saturday.

16. Military Support Requirements:

None required other than Reserve Staff for inspection of CAP vehicles Friday night.

17. Other Agency Involvement:

None Anticipated.

18. Public Affairs:

- A. Internal: As directed by the Mission Incident Commander.
- B. External: As provided by Wing PAO and Unit PAO.
- C. Approval for Non-CAP passengers on CAP aircraft.
 - None anticipated and will only fly on aircraft signed into the mission (corporate or private), if they are approved by National Headquarters seven days in advance.

19. Contingencies:

- A. Disaster or RED CAP Mission:
 - All forces will be released to support the mission upon approval of Liaison Staff.
- B. Adverse Weather:
 - In the advent of adverse weather, all aircraft and ground teams will be recalled to mission base as necessary. Depending on the severity of the inclement weather, activities will be modified to obtain the maximum training under the circumstances.
 - The aircraft will be placed in hangars to the extent possible and if that is not possible they will be securely tied down outside and chocked. If space is available, the vans will also be placed in a hangar.
 - Alternative activities such as classroom instruction will be given in E-S Part one, ROA, GPS, DDA, photographic equipment, and aircraft systems/procedures if possible.
- C. Mishaps: All activity will cease until investigation determines the cause of the mishap.

Annex A: Schedule

Schedule of Events

07 MAR	1800	Mission base opens, aircraft arrival, sign in
	1830	Flight operations commence
	2100	Flight operations cease
08 MAR	0830	Aircraft arrival, sign in begins
	0900	Mission staff brief, flight operations commence
	0915	SAREX in brief
	0945	Ground operations commence
	1900	Flight & Ground operations cease, sign out
09 MAR	0830	Sign in
	0900	Chaplain services, flight operations commence
	0915	SAREX daily brief
	0945	Ground operations commence
	1600	Flight & ground operations cease, out brief, sign out
	1630	Air and ground personnel depart
	1900	All personnel RTB

Annex B: Communications

Channel Assignments:

CAP TAC Base Station Radio	Frequency:	Vertex Ch#:	Neutec Ch#:	Purpose:
TAC 1	148.150	1	1	Check-in/Ground
TAC 2	148.125	2	2	Air
TAC 3	148.5375	3	3	--
TAC 4	149.0375	4	4	Air to Ground
Slow Scan	155.125			Slow Scan
ABN Repeater	148.150	11	14	ABN Repeater
VHF Common	123.100			VHF common with/CAPF 3528

- 20 minute PRIOR to initial arrival, all aircraft and ground vehicles will report in to Mission Base on TAC 1.
- During missions, aircraft will use TAC 2 for communications with Mission Base.
- During missions, Ground Units will use TAC 1 for communications with Mission Base, unless the use of the airborne repeater is briefed and then they will use the designated Airborne Repeater channel.
- If direct communications with Mission Base is not possible, Ground units may use TAC 2 for aircraft relay.
- Contact CAP Flight 3528 on VHF 123.100 only since it does not have FM radios.
- Slow scan video transmissions will be on the designated Slow Scan frequency.

HF Radio	Frequency			FEMA Emergency Management Network
	3 – 30 MHz			

VHF Aircraft Band Base Station	Frequency			Aircraft VHF voice band
	118 – 136 MHz			

Annex C: Budget

Budget:

Aircraft:

C-182	10.0 hours @ \$32/hr=	\$320.00
C-172	60.0 hours @ \$30/hr =	\$1800.00
Member	10.0 hours @ \$42/hr =	<u>\$420.00</u>
		\$2540.00

Aircraft fuel

C-182	10.0 hr X 13 gal/hr X \$2.75/gal	\$375.50
C-172	60.0 hr X 10 gal/hr X \$2.75/gal	\$1650.00
Member	10.0 hr X 10 gal/hr X \$2.75/gal	<u>\$375.00</u>
		\$2400.00

Vehicles	\$500.00
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Communications:

Long Distance Charges	\$100.00
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Total Estimated Costs:	<u>\$5540.00</u>
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Annex F: Map

Maps and Diagrams



